

PUBLIC NOTICE

Town of Truro

Request for Qualifications – CDBG Loan Compliance Monitoring

The Town of Truro is requesting proposals for an individual or organization to perform loan compliance monitoring services for the town's CDBG housing rehab loans.

Copies of the detailed Request for Qualifications may be obtained online at <http://www.truro-ma.gov/home/pages/bids-proposals> or at Truro Town Hall. Interested individuals or firms qualified in the field of CDBG loan monitoring shall submit proposals to the Town's representative by 2:00 PM, Friday, June 5, 2015.

Minimum qualifications are: successful experience monitoring CDBG loans of similar scale and scope; and evidence of suitable insurance coverage. Selection criteria are included in the detailed Request for Qualifications. Respondents must comply with all applicable civil rights and employment opportunity laws.

The Town of Truro reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which best meets the criteria set by the Town.

REQUEST FOR QUALIFICATIONS: LOAN MONITORING COMPLIANCE

DESCRIPTION

The Town of Truro is seeking a qualified individual/organization to provide annual loan monitoring compliance services for CDBG housing rehabilitation loans funded through the town's regional CDBG grants.

At a minimum, it is anticipated that the qualified individual/organization provide annual monitoring of all loans including:

- Dual verification with the landlord and tenant documenting that the tenant continues to occupy the unit and verifying the amount of rent being paid is in compliance with HUD regulations and meets program limits
- Documenting that the homeowner still occupies the unit as their primary residence
- Send a letter requesting verification of the current homeowner's insurance
- Send follow-up letters and make calls to insure that each unit remains in compliance
- As necessitated, meet with homeowner to bring loans into compliance
- Report any/all issues of non-compliance to the Town Administrator

MINIMUM QUALIFICATIONS

All prospective candidates must possess the following minimum qualifications. Any prospective consultant not meeting these minimum criteria shall be considered non responsive:

- The prospective consultant must demonstrate a minimum of three (3) years experience in providing comparable services for CDBG loans; and
- The prospective consultants must, at a minimum, provide evidence of successful loan monitoring with a completion rate of 80% of all loans in full compliance
- The prospective consultant must, at a minimum, demonstrate reasonable success bringing non-compliant loans into compliance

The estimated project value is \$6,500 per year for a three-year period. Questions may be directed in writing via e-mail to rpalmer@truro-ma.gov. See contact information provided below.

Please submit your price quote and plan of services by 2pm Friday June 15, 2015 to:

Rae Ann Palmer, Town Administrator
Truro Town Hall
24 Town Hall Road
PO Box 2030
Truro, MA 02666
Phone: 508-349-7004
Fax: 508-349-5505
rpalmer@truro-ma.gov

Faxed and e-mailed responses to this RFQ are acceptable.

TOWN OF TRURO
LOAN COMPLIANCE CONSULTANT SERVICES
PRICE PROPOSAL FORM

_____, doing business at:
Name of Firm or Individual

Street Address

City or Town

State

Zip Code

Designated Contact Person

Telephone Number

E-mail Address

Facsimile Number

Hereby proposes to provide services for the Town of Truro as described in the attached Request for Quotes for the following fee:

Year one, effective 1/1/15: _____
Year two, effective 1/1/16: _____
Year three, effective 1/1/17: _____

Signature

Date

**Town of Truro
Request for Quotes**

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies that the bid, proposal and agreement have been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Executed under and as a sealed instrument this _____ day of _____ 2015.

Respectfully submitted,

(Name of bidder)

(Signature)

(Type name and title)

Date: _____

TOWN OF TRURO

STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state and federal tax returns and paid all state and federal taxes under the law.

_____	By:_____
* Signature of individual or	Corporate Officer
Corporate Name (Mandatory)	(Mandatory, if applicable)

**Social Security # (Voluntary)
or Federal Identification #